

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF CONNECTICUT**

**AMENDED CONTESTED MATTER PROCEDURE**

November 25, 2015

Unless otherwise provided by applicable statute or rule, or unless otherwise ordered, this Contested Matter Procedure shall govern all Contested Matters as defined by Federal Rule of Bankruptcy Procedure 9014.

A certification that service has been made upon all parties entitled thereto by applicable rule or court order shall be filed with all documents referred to in this procedure.

**1. Commencement of Contested Matter.**

All Contested Matters shall contain a **PROPOSED ORDER** and a **NOTICE**. The **NOTICE** shall include:

(1) a Response deadline of fourteen (14) days or twenty-one (21) days, as applicable. See, Federal Rules of Bankruptcy Procedure 2002(a) and 9014. The Response deadline shall be set from the date the **NOTICE** was filed with the Court (the “Response Date”); and

(2) a statement that in the absence of a timely filed Response, the proposed order may enter without further notice and hearing.

**2. Response.**

Any Response to the Contested Matter shall be no more than ten (10) pages and shall state the specific legal and factual bases therefore, be filed no later than the Response Date, and be served upon the party who filed the Contested Matter and all parties originally served with the Contested Matter.

**3. Notice of Hearing.**

Upon the timely filing of a Response, a **NOTICE OF HEARING** shall be sent by the Clerk’s Office to the party who filed the Contested Matter. The party who filed the Contested Matter shall then serve the **NOTICE OF HEARING** on all parties to whom service of the Contested Matter was initially made.

**4. Reply.**

Any Reply to the Response shall be no more than five (5) pages and shall be filed no later than three (3) days before the scheduled hearing on the Contested Matter.

## 5. Continuances.

### A. Request for Continuance.

At least two (2) business days before the scheduled hearing, a request by a party in interest for a continuance of the scheduled hearing (the “Initial Hearing”), communicated to the Clerk’s Office may be granted by the Court without a hearing only if the requesting party states that the request: (a) does not adversely affect any prior order, statute, or rule; and (b) every other party to the Contested Matter has specifically consented to the request.

If the request for a continuance of the Initial Hearing is granted, a NOTICE OF FINAL HEARING, which states the date and time thereof, shall be sent by the clerk’s office to the party who filed the Contested Matter. The party who filed the Contested Matter shall then serve the NOTICE OF FINAL HEARING on all parties on whom service was originally made.

If the request for a continuance of the Initial Hearing is not granted, the Contested Matter will be heard as scheduled.

### B. Motion for Continuance of FINAL HEARING.

At least three (3) business days before the date set for the FINAL HEARING, a request for continuance of the FINAL HEARING shall be made by motion and served upon all parties on whom service was originally made. The motion shall state in detail the reasons for the requested continuance and state whether any prior continuance has been granted.

If the request for a continuance of the FINAL HEARING is granted, a NOTICE OF CONTINUED FINAL HEARING, which states the date and time thereof, shall be sent by the Clerk’s Office to the party who filed the Contested Matter. The party who filed the Contested Matter shall then serve the NOTICE OF CONTINUED FINAL HEARING on all parties on whom service was originally made.

Unless the motion for continuance is granted by the Court at least one (1) business day before the FINAL HEARING, the Contested Matter will be heard as scheduled.

### C. Extension of Time Due to Continuance of Hearing.

Unless an order granting a continuance states otherwise, a continuance of the hearing on the Contested Matter automatically extends the time for filing and serving reply documents in accordance with the procedure governing the filing of a Reply as set forth in paragraph 4.